



April 25, 2018

Standards Council of Canada
55 Metcalfe Street, Suite 600
Ottawa ON K1P 6L5
Canada

Subject: **Request for Proposal (RFP) # 2019-02
Development of a National Standard of Canada (NSC) for Barbecue
Brushes**

This document represents an invitation to Bidders to submit their proposals to the Standards Council of Canada (SCC) to work on the development of an NSC to provide guidance on the manufacture, sale and use of barbecue brushes, including metal bristle brushes; and define the characteristics of the tool, and include minimum specifications for materials, construction, labelling and testing procedures.

In accordance with the Statement of Work attached hereto as Appendix "B", SCC will issue a contract to the successful Bidder, establishing the pricing and terms / conditions under which the development of the above-mentioned standard will be undertaken.

Proposals must be received by SCC no later than **16:00 hours, (4 p.m.) EDT on Tuesday, May 15th, 2018**. It is the Bidder's responsibility to deliver their proposal prior to **the time/date of bid closing**. Proposals received after 16:00 hours will not be accepted; they will be returned to the sender unopened.

Proposals are to be submitted using the following TWO-ENVELOPE System:

1. ENVELOPE 1 – Compliance and Acceptance of Mandatory & Procedural Requirements

NOTE: No financial information is to be included in ENVELOPE 1.

• **ENVELOPE 2 – Financial Proposal**

Both envelopes should be appropriately labelled, sealed and packaged to the attention of the SCC Contracting Authority, as follows:

Label the envelope or package clearly with the term "BID/PROPOSAL", together with the title of the work, and the name and mailing address of your firm. All submissions are to be addressed to:

Standards Council of Canada
ATTENTION: Stephanie McDuff, Contracting Authority
55 Metcalfe Street, Suite 600
Ottawa, ON K1P 6L5

Bidders are also requested to submit an electronic copy of their proposal(s) to contracts@scc.ca by the time/date of bid closing (including the completed Financial Proposal Template). *Any proposal submitted solely by email will not be accepted.* In the event of a discrepancy between the electronic copy of the proposal and the hard copy of the proposal, the hard copy shall prevail.

Questions with respect to the meaning or intent of this Request for Proposal (RFP), or requests for correction to any apparent ambiguity, inconsistency or error in the documents, **must be submitted in writing** to contracts@scc.ca and must be received **by 12:00 hours (noon) EDT on Tuesday, May 8th, 2018**. All answers will be emailed to all prospective Bidders.

SCC is not obliged to accept the lowest bid and/or any proposal.

Request for Proposal # 2019-02

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APPENDIX A: REQUEST FOR PROPOSAL – ACCEPTANCE FORM

Proposal Submitted by

(Name of Company)

(Complete Address)

GST/HST Number _____ **BIN Number** _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Contact Email Address: _____

1. The Undersigned (hereinafter referred to as “the Bidder”) hereby proposes to the Standards Council of Canada (SCC) to furnish all necessary expertise, supervision, materials, equipment and other incidentals necessary to complete to the entire satisfaction of SCC or their authorized representative, the work described in the Terms of Reference / Statement of Work attached hereto as Appendix “B”.

2. The Bidder hereby proposes to perform and complete the work in accordance with the terms and conditions (at the place and in the manner) specified in:
 - (i) Appendix A - attached and entitled “Request for Proposal – Acceptance Form”;
 - (ii) Appendix B - attached and entitled “Statement of Work”;
 - (iii) Appendix C - attached and entitled “Technical Evaluation Criteria”;
 - (iv) Appendix D - attached and entitled “Financial Proposal Template”; and

3. **Period of Services**
 - (i) The contract award date is the date that the contract is signed by the Bidder and SCC.
 - (ii) The service start date is the date that the Bidder and SCC agree to commence the work.

4. Financial Proposal

The Bidder hereby proposes to perform and complete the work as per the financials outlined using Appendix D: Financial Proposal Template of SCC RFP #2019-02, which represents the total financial proposal.

5. Optional Modifications

In the event that SCC requests the successful Bidder to proceed with any optional modifications or additional changes to the process, payment for this additional work will be based on the per diem rates quoted (see Appendix D of SCC RFP #2019-02).

Authorization to proceed with additional work will be provided by way of a contract amendment as per the established proposal.

6. Optional Years

SCC may decide, at its discretion, to exercise an option by means of formal contract amendment, to extend the term.

7. Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The prices and rates quoted as part of the Bidder's proposal are NOT to include any provision for taxes.

8. Payment Schedule

As a result of acceptance of the Bidder's proposal, SCC reserves the right to negotiate an acceptable payment schedule prior to the awarding of a contract and/or any amendments.

9. Appropriate Law

Any contract awarded by SCC as a result of SCC RFP #2019-02 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

10. Tender Validity

The Bidder agree(s) that their proposal will remain firm for a period of 90 calendar days after the **the time/date of bid closing**.

11. Proposal Documents

In response to SCC RFP #2019-02, the Bidder herewith submits:

- A proposal to undertake the work in accordance with the requirements detailed in the following documents:
 - **Four (4) copies in Envelope 1** of their **Compliance and Acceptance of Mandatory & Procedural Requirements** to perform the work in accordance with the requirements outlined in the RFP;
 - **Two (2) copies** of their Financial Proposal using Appendix D: Financial Proposal Template shall be in **Envelope 2**. Only financial information shall be provided in Envelope 2. Envelope 2 will only be opened after the technical evaluation is complete and only if the proposal achieves the minimum merit; and
 - **Two (2) copies** of this Request for Proposal – Acceptance Form (Appendix A) duly completed and signed in **Envelope 1**.

Proposals that do not contain the requested documentation or deviate from the required financial format (as per Appendix D of SCC RFP #2019-02) may be considered incomplete and disqualified.

12. Signatures

The Bidder herewith submits this bid in accordance with the requirements specified in the Request for Proposal documents.

SIGNED, SEALED AND DELIVERED this ____ day of _____, 2018

COMPANY: _____

Per _____ Signature: _____
(Signing Officer and Position)

I have the authority to bind the company

Per _____ Signature: _____
(Signing Officer and Position)

I have the authority to bind the company

APPENDIX B – STATEMENT OF WORK

STATEMENT OF WORK	
Project	Development of a National Standard of Canada (NSC) for Barbecue Brushes
Background	<p>In 2017, at least nine incidents of Canadians ingesting wire bristles from barbecue brushes were reported, creating an outcry for action to protect the consumer. Since then, members of the Retail Council of Canada (RCC) have sought standardization guidance regarding enhanced safety of barbecue brushes.</p> <p>Based on the reported incidents regarding barbecue usage, a large proportion of the overall Canadian population will, at some point in time, ingest food that has been prepared on a barbecue grill, previously cleaned by a metal bristle barbecue brush. Although many metal bristle barbecue brushes are equipped with safety warnings, not all of them have such labels affixed for prominent, regular display to the person using the product.</p> <p>The issue of metal bristle detachment is not specific to a particular brand or make of barbecue brushes, and there currently is no well-defined criteria that can be used to determine which products pose the greatest risk. Industry members have knowledge of the products and manufacturing processes, and with their input and cooperation the development of a new standard can help address the safety concerns of barbecue brushes, including the detachment of metal bristles.</p> <p>RCC and Health Canada (HC) support the development of a new standard to address consumer product safety concerns relating to barbecue brushes. HC and RCC plan to be participants in the standards development, alongside a balanced matrix of industry and consumer stakeholders, tasked with establishing the necessary requirements to better protect the health and safety of Canadians.</p>
Scope	<p>The intended scope of the project is to draft and publish an NSC which shall:</p> <ul style="list-style-type: none"> -provide guidance on the manufacture, sale and use of barbecue brushes, including metal bristle brushes; and -define the characteristics of the tool, and include minimum specifications for materials, construction, labelling and testing procedures.
Mandatory Requirements	<p>The SUPPLIER:</p> <ul style="list-style-type: none"> • Shall comply with SCC Requirements and Guidance for Standards Development Organizations (SDOs); and • Acknowledges and accepts this statement of work (SOW) and all of the requirements pertaining to deliverables detailed within <p><u>Timelines</u> Work is to begin at the date of contract award and the NSC will be expected to be published within twelve (12) months with a maximum of eighteen (18) months, while adhering to SCC's Requirements & Guidance for Standards Development Organizations. As part of their proposal, the</p>

	Bidders must indicate the anticipated timeframe for completion of each phase of work.							
Tasks/Technical Specifications	<p>This appendix contains detailed requirements about the work that is to be delivered by the SUPPLIER throughout the required Development Codes 00 to 60</p> <p>End-project deliverable(s) shall constitute the publication of a National Standard of Canada (NSC) in both English and French based on one of the following three approaches:</p> <table border="1" data-bbox="516 516 1414 1024"> <tr> <td data-bbox="516 516 786 657">1. Use of existing “seed” document”</td> <td data-bbox="786 516 1414 657">1.1 Utilize the technical content of the seed document to develop the technical content of the NSC.</td> </tr> <tr> <td data-bbox="516 657 786 800" rowspan="2">2. Adoption of an existing standard</td> <td data-bbox="786 657 1414 726">2.1 Identical adoption, without technical deviations.</td> </tr> <tr> <td data-bbox="786 726 1414 800">2.2 Modified adoption, with technical deviations.</td> </tr> <tr> <td data-bbox="516 800 786 1024">3. Development of a new NSC</td> <td data-bbox="786 800 1414 1024">3.1 Develop a new standard where no suitable international, regional or national standard exist. Withdrawn standards that are re-activated must follow the standards development process for a new standard.</td> </tr> </table> <p>All the Development Stages (see DELIVERABLES section) apply to the three outlined approaches. The SUPPLIER will:</p> <ul data-bbox="500 1161 1401 1906" style="list-style-type: none"> • Form a project team that is comprised of Project Manager(s) and Technical Committee Manager(s); • Submit all Contract-related deliverables directly to SCC using the SDO contract electronic workspace according to the authorized work plan and schedule; • Ensure SCC is informed as per the reporting schedule outlined in the Contract; • Manage the standards development process and provide support (coordination and communication) to project technical committees in accordance with the applicable SCC Requirements & Guidance for Standards Development Organizations (SDOs); • Inform and obtain SCC’s final approval on all press release communications; • Provide sufficient notice to SCC to review and approve any public, non-mandated announcements regarding work undertaken in relation to this project; specifically, the SUPPLIER to provide the following minimum notice to SCC: 	1. Use of existing “seed” document”	1.1 Utilize the technical content of the seed document to develop the technical content of the NSC.	2. Adoption of an existing standard	2.1 Identical adoption, without technical deviations.	2.2 Modified adoption, with technical deviations.	3. Development of a new NSC	3.1 Develop a new standard where no suitable international, regional or national standard exist. Withdrawn standards that are re-activated must follow the standards development process for a new standard.
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	2.2 Modified adoption, with technical deviations.							
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	<ul style="list-style-type: none"> ○ Public Review Notification (Additional Content only) – minimum five (5) business days ○ SUPPLIER or Joint SUPPLIER-SCC Publication Content – minimum fifteen (15) business days; note that that the timeline is for SCC to approve the SUPPLIER content – with respect to Joint Publications, the publication issuance shall be at SCC’s final determination ○ For clarity, public announcements do not include mandatory announcements required under the accredited standards development process; <ul style="list-style-type: none"> ● Provide acknowledgement of the contribution of SCC and associated funders, to contribution of the development of the standard (including in publication and related announcements); ● Inform and seek authorization from SCC of scope, budget and/or schedule changes; ● Enable accessibility to the NSC.
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Deliverables	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Development Stage</th> <th style="width: 50%;">Requirements</th> <th style="width: 25%;">Deliverables</th> </tr> </thead> <tbody> <tr> <td>Preliminary Stage (00)</td> <td> 1. Project work plan that <ul style="list-style-type: none"> a. includes a project delivery schedule based on the 7 Development Stages b. demonstrates alignment with the applicable: <ul style="list-style-type: none"> - roles and responsibilities - work plan approval process reporting process - financial requirements (Appendix D); and c. identifies applicable risk mitigation strategies and </td> <td> 1. Project work plan for review and approval by SCC. </td> </tr> </tbody> </table>			Development Stage	Requirements	Deliverables	Preliminary Stage (00)	1. Project work plan that <ul style="list-style-type: none"> a. includes a project delivery schedule based on the 7 Development Stages b. demonstrates alignment with the applicable: <ul style="list-style-type: none"> - roles and responsibilities - work plan approval process reporting process - financial requirements (Appendix D); and c. identifies applicable risk mitigation strategies and 	1. Project work plan for review and approval by SCC.
	Development Stage	Requirements	Deliverables						
Preliminary Stage (00)	1. Project work plan that <ul style="list-style-type: none"> a. includes a project delivery schedule based on the 7 Development Stages b. demonstrates alignment with the applicable: <ul style="list-style-type: none"> - roles and responsibilities - work plan approval process reporting process - financial requirements (Appendix D); and c. identifies applicable risk mitigation strategies and 	1. Project work plan for review and approval by SCC.							

		<p>contingency plans</p> <p>2. Total Estimated Cost of Services Budget</p> <p>3. Publication of a notice of intent</p> <p>4. List of potential technical committee membership indicating balanced stakeholder representation</p> <p>5. Technical committee terms of reference</p> <p>6. Technical committee orientation package, only if the TC is new</p>	<p>2. Total Estimated Cost of Services budget, based on the Budget included in Financial Template</p> <p>3. Publication of a Notice of Intent (NOI) in SCC's Centralized Notification System</p> <p>4. Copy of the potential list of technical committee membership</p> <p>5. Copy of committee terms of reference</p> <p>6. Copy of the technical committee orientation package, only if the committee is new</p> <p>NOTE: All Deliverables within this Stage to be delivered within six (6) weeks of</p>
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			Effective Date
	Proposal Stage (10)	<ol style="list-style-type: none"> 1. Evaluation of Current Standards. Examination and analysis of existing international, regional, and national standards related to the subject area covered by the standard 2. Stakeholder Meeting (if needed). Convening of an exploratory stakeholders' meeting to: <ol style="list-style-type: none"> a) validate assumptions b) solicit additional feedback c) identify potential technical committee members 3. Initial technical committee meeting to: <ol style="list-style-type: none"> a) address the objectives and scope of the project b) identification of major work plan changes c) Identification of proposed number of technical committee meetings 	<ol style="list-style-type: none"> 1. A report summarizing the evaluation of the seed document and existing standards including relevant input/discussions with key stakeholders 2. A report detailing the outcomes of an exploratory stakeholder meeting (if needed) 3. Copy of meeting minutes

		4. If applicable, revision of work plan	4. If applicable, revised work plan with identified changes. A summary and rational for any proposed changes (as per table provided)
	Preparatory Stage (20)	1. Prepare a working draft standard	1. A copy of the working draft standard
	Committee Stage (30)	1. Scheduling and holding the number of required technical committee meetings to develop a mature draft standard 2. Mature draft reviewed by the technical committee	1. Technical committee meeting minutes 2. Copy of draft standard developed by the technical committee
	Enquiry Stage (40)	1. The SDO is required to record stated need for the bilingual publication at the beginning of the process as per SCC's R&Gs for SDOs. The need for offering bilingual version of the standard at the public review stage should be identified at this point as well 2. Development and implementation of comprehensive public review strategy. This may	1. Copy of public review draft and evidence of quality review conducted 2. A copy of the public review strategy clearly identifying method of communication and

		<p>include, but is not limited to</p> <ul style="list-style-type: none"> - Proactive messaging to key affected stakeholders - SCC encourages the SUPPLIER to produce additional content with a goal to increase participation in the public review of the standard. - Development of media advisories - If necessary, availability of draft hard copy to individual that require alternative format <p>3. Notice of the Public Review published on the SUPPLIER's Corporate website</p>	<p>stakeholders to be contacted. Copies of the draft/s</p> <p>3. Copy of public review notice for approval by SCC, clearly identifying the standards number and title, start and close dates of review period. If applicable, summary of public review comments and their disposition by the technical committee</p>
	<p>Approval Stage (50)</p>	<p>1. Technical committee approval of the final draft of the standard that, if applicable,</p>	<p>1. Copy of the balloted draft. Balloting results indicating</p>

		<p>includes the comments accepted from the public review comments</p> <ol style="list-style-type: none"> 2. Second level review to ensure all required steps of the process have been conducted 3. Technical Committee meeting to consider any public review comments that were submitted 	<p>stakeholders votes. Copy of addressed negative ballots, if applicable</p> <ol style="list-style-type: none"> 2. Evidence of second level review and date this was conducted 3. If applicable, summary of public review comments and their disposition by the technical committee
	<p>Publication Stage (60)</p>	<ol style="list-style-type: none"> 1. Final editing, layout and final translation to ensure availability of standard in both official languages (English and French) 2. Submission to SCC to request the National Standard of Canada designation, or evidence of process quality review if the SDO has obtained self-declaration for NSCs from SCC 3. Access to the National Standard of Canada 4. Notice of National Standard of Canada publication on SUPPLIER's website 	<ol style="list-style-type: none"> 1. English and French copies of final National Standard of Canada 2. Evidence of Submission of standard to SCC for approval as a National Standard of Canada, or evidence of process quality review to self-declare NSCs and proceed to publication 3. Evidence of publication 4. Copy of announcements pertaining to publication

		<p>5. Development of an SCC-SUPPLIER media advisory</p> <p>6. Ensure access NSC on SUPPLIER website and/or SCC-approved SUPPLIER'S Subcontractor Website</p>	<p>5. Obtain approval from SCC for joint media advisory</p> <p>6. NSC available on the SUPPLIER's, and/or SCC approved Subcontractor's website</p>
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APPENDIX C – TECHNICAL EVALUATION CRITERIA

Technical Evaluation Process

The technical evaluation for the NSC will consist of four (4) parts:

1. A determination of the compliance of each bid with the mandatory requirements stated in Appendix C: Technical Evaluation Criteria, Part A.
2. Each proposal that meets the stated mandatory requirements will be evaluated against the point-rated technical selection criteria. Bidders must achieve a minimum score of 70% (70 points of a possible 100 points) for the point-rated technical criteria as stated in the Appendix C: Technical Evaluation Criteria, Part B. Only proposals meeting these requirements will be considered.
3. In the financial evaluation, tendered prices of the qualified bids will be computed as stated in the Appendix D: Financial Proposal Template.
4. The highest-ranked Bidder will be determined using the highest combined rating of technical merit (70%) and cost (30%).

An Evaluation Committee, consisting of three (3) SCC representatives will be formed to assess all bids received in response to SCC RFP # 2019-02. The committee will be dissolved subsequent to the successful completion of their duties in selecting the Bidder with whom SCC will contract for the delivery of the National Standard of Canada for **Development of a National Standard of Canada (NSC) for BBQ Brushes**.

PART A: Mandatory Requirements

The SCC Evaluation Committee will assess all proposals submitted in response to SCC RFP # 2019-02 against the mandatory requirements specified in Appendix B: Statement of Work.

Only those proposals that are judged by the Evaluation Committee to have met all stipulated mandatory criteria will receive further consideration.

PART B: Point-Rated Requirements

Each proposal must demonstrate to the satisfaction of the Evaluation Committee that all stipulated mandatory requirements can be substantiated through the evaluation of the point-rated requirements in the following six categories:

- i. Experience/Competence of the Bidding Organization (min. 12/18 points);
- ii. Project Team/Resource experience (min. 15/22 points);
- iii. NSC Development Process (min. 17/25 points);
- iv. Project Schedule (min. 14/20 points); and
- v. Quality of the Proposal (min. 10/15 points).

The point-rated requirements correspond to specific criteria, which have been identified as forming the basis for the accumulation of points in each of the five categories.

Those proposals that are judged by the Evaluation Committee as not having obtained the minimum number of points, in each of the five point-rated categories, will be disqualified.

i) Experience / Competence of the Bidding Organization

The Evaluation Committee will assess the experience and competence of the Bidding Organization (“the Bidder”) with respect to consumer product standards development in a North American context;

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria, but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

The Bidder must achieve a minimum of 12/18 points in this category in order for their proposal to be further considered.

Criterion	Basis for Scoring	Possible Points
<p>1. The Bidder is asked to provide examples that demonstrates they have successfully completed delivery of relevant standards in the area of consumer product safety in a North American context</p>	<p>Points will be awarded for examples (up to a maximum of three (3) examples) as follows:</p> <ul style="list-style-type: none"> -one (1) point for each example provided that demonstrates that it is applicable but not specific; -up to two (2) points for each example if it convincingly demonstrates that it is both highly applicable and specific. 	<p>6</p>
<p>2. The Bidder is asked to provide examples that demonstrate they are currently involved in the development of consumer product standards in a North American context.</p>	<p>Points will be awarded for examples (up to a maximum of two (2) examples) as follows:</p> <ul style="list-style-type: none"> one (1) point for each example provided that demonstrates that it is applicable but not specific; -up to two (2) points for each example if it demonstrates that it is both applicable and specific. 	<p>4</p>
<p>3. The Bidder is asked to provide one (1) example that demonstrates they have proactive relationships with organizations related to the area of expertise. This includes industry stakeholders, potential users of the standard, non-governmental organizations, and different levels of government.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> -up to two (2) points if the example convincingly demonstrates communication by the Bidder within the past two (2) years with organizations related to the area of expertise; -up to four (4) points if the example convincingly demonstrates a relationship that involves active collaboration within the past two (2) 	<p>4</p>

Criterion	Basis for Scoring	Possible Points
	years between the Bidder and organizations related to the area of expertise.	
4. The Bidder is asked to provide the main elements of their contingency planning process (including the process to address delays in meeting timeline deliverables) and demonstrate how it has proven effective in the past.	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> -up to two (2) points if the plan is both reactive and proactive but does not provide evidence of prior experience with the main suggested elements of the approach; -up to three (3) points if the plan is both reactive and proactive and includes partial evidence of how it has proven effective in the past; - up to four (4) points if the plan is both reactive and proactive and includes strong evidence of how it has proven effective in the past. 	4

ii) Project Team/Resource Experience

The Evaluation Committee will assess the experience and competence of the Bidder’s proposed Project Team members with respect to the range of activities required for the facilitation and successful development of an NSC providing guidance for the safe manufacture, sale and use of barbecue brushes.

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria, but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

NOTE: In cases where more than one Team Member (Resource)** is proposed for a specific resource category, an average of the combined scores of the proposed resources will be used as the score for that particular resource category. ***As per the mandatory requirements, no more than two project managers and three technical committee managers with the requisite number of years and scope of experience (specified in Appendix B), are to be included.*

The Bidder must achieve a minimum of 15/22 points in this category in order for their proposal to be further considered.

Resource Category	Criterion	Basis for Scoring	Possible Points
Project	1. For each resource proposed in the “Project Manager”	Points will be awarded as follows:	6

Resource Category	Criterion	Basis for Scoring	Possible Points
Manager(s)	<p>category, the Bidder is asked to provide examples that demonstrate the resource has significant experience with the oversight of logistics and finances for the development of standards related to consumer product safety in a North American context</p>	<p>-up to two (2) points will be awarded for each example (maximum of three (3) examples) that convincingly that demonstrates that the resource has prior, significant experience with the oversight of logistics and finances for development of standards related to consumer product safety in a North American context</p>	
	<p>2. For each resource proposed in the Project Manager category**, the Bidder is asked to provide examples from within the past five (5) years that demonstrate the resource served as a primary liaison between a standards development organization and affected government and industry stakeholders in Canada</p>	<p>Points will be awarded for examples of liaisons with government and industry stakeholders, as follows:</p> <p>-up to two (2) points will be awarded for each stakeholder example (maximum of two examples) that convincingly demonstrates that the liaison was of a sustained nature, and which explains why it was of consequence to the development of the standard.</p> <p><i>Note: Responses should be limited to one liaison example per type of stakeholder grouping (i.e. maximum of two examples per resource). If multiple stakeholder examples are given per resource, only the first of that type will be scored.</i></p>	4
Technical Committee Manager(s)	<p>1. For each resource in the Technical Committee Manager category, the Bidder is asked to provide examples from over the last five (5) years that demonstrates the resource has managed volunteer expert committees responsible for the</p>	<p>Points will be awarded as follows:</p> <p>-up to two (2) points will be awarded for each example (maximum of three (3) examples) that convincingly demonstrates the resource has managed volunteer expert committees responsible for the development of relevant technical standards in consumer product safety in a North American context.</p>	6

Resource Category	Criterion	Basis for Scoring	Possible Points
	development of relevant technical standards in consumer product safety in a North American context		
	<p>2. For each resource in the Technical Committee Manager category, the Bidder is asked to provide examples from over the last five (5) years that demonstrates the resource has played a main role in standards-related projects (research, standards development, or otherwise) for the following area of expertise consumer product safety in a North American context</p>	<p>Points will be awarded as follows:</p> <p>-up to two (2) points will be awarded for each example (maximum of three (3) examples) that convincingly demonstrates the resource has played a main role in standards-related projects (research, standards development, or otherwise) for consumer product safety in a North American context.</p>	6

iii) NSC Development Process

Evaluation of each Bidder’s proposed development process will be based on the Bidder’s description of how it will facilitate the development of an NSC on the safe manufacture, sale and use of barbecue. This includes how the Bidder(s) will organize themselves to adhere to SCC’s Requirements and Guidance for SDOs, including what methods they will apply to ensure delivery in a timely, efficient and effective manner.

The Bidder must provide examples that demonstrate the extent to which they meet each criterion.

The basis for scoring with respect to each criterion is provided in the table below. In order for a proposal to receive further consideration the overall score for this section of the proposal must be 17/25.

Phase of Project	Criterion	Basis for Scoring	Possible Points
Project Initiation	The Bidder is asked to demonstrate that upon completion of this phase of the project the Project Team will have developed a strong understanding of relevant regulatory objectives, key stakeholders, and the provisional scope and focus of a National Standard of Canada (NSC) for barbecue brushes.	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> -up to one (1) point for a cursory project initiation plan that overlooks certain important steps; -up to three (3) points for an adequate project initiation plan that addresses all the main expected steps; -up to five (5) points for a highly thorough project initiation plan that addresses all the expected steps. 	5
<p>NSC Development</p> <ul style="list-style-type: none"> • Preliminary Stage • Proposal Stage • Preparatory Stage • Committee Stage • Enquiry Stage • Approval Stage 	<p>The Bidder is asked to demonstrate that the Project Team will use an NSC development process that will result in products that are of high technical quality, as well as relevance, which will be well accepted and implementable by Canadian government and industry stakeholders. This requires the Bidder to describe key steps relating to, at a minimum:</p> <ul style="list-style-type: none"> • Assessment of existing documentation (including any requirements for a seed document). • Potential composition of Technical Committee (including stakeholder groups) • Activities to support the functioning of the Technical Committee and Working Group (including Terms of Reference, member orientation, proposed number of meetings, and relevant 	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> -up to three (3) points for plans that overlook various key elements of this phase of work and address other elements with minimal detail or insight, especially with respect to the areas of expertise described above; -up to seven (7) points for plans that overlook one or two key elements of this phase of work and address other elements with an unsatisfactory level of detail, especially with respect to the areas of expertise described above; -up to eleven (11) points for plans that address all the key elements of this phase of work with a nearly adequate to adequate level of detail, especially with respect to the areas of expertise described above; -up to fifteen (15) points for plans that address all key elements of this phase of work 	15

Phase of Project	Criterion	Basis for Scoring	Possible Points
	<p>proactive communications)</p> <ul style="list-style-type: none"> • Reports and updates to SCC • The public review process • Consideration, disposition and accommodation of public review comments • Editing, layout and production of final documents. 	<p>with an appropriate level of detail, especially with respect to the areas of expertise described above.</p>	
NSC Publication, and Maintenance	<p>Upon completion and publication of the NSC for barbecue brushes, the Bidder will:</p> <ol style="list-style-type: none"> a. Acknowledge the contribution of SCC and relevant stakeholders to the development of the NSC. b. Ensure the NSC for barbecue brushes is accessible and publicly well-promoted. c. Maintain the standard in accordance with SCC's Requirements & Guidance for SDOs as applicable beyond the duration of the agreement with the Supplier resulting from the RFP. 	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> -up to three (3) points for plans that overlook various key elements of this phase of work and/or address certain elements with minimal detail or insight; -up to five (5) points for plans that address all key elements of this phase of work with an appropriate level of detail. 	5

iv) Project Schedule

The Bidder is required to provide a proposed (preliminary) schedule for development of an NSC for the safe manufacture, sale and use of barbecue brushes, including those with metal bristles, so that the Evaluation Team may assess whether or not the Bidder has a realistic and

well-ordered plan for the coordination of development work, from start to finish. The basis for scoring the proposed project schedule is provided in the table below.

In order for a proposal to receive further consideration, the total score for this section must be no lower than 14/20.

Criterion	Basis for Scoring	Possible Points
The project schedule demonstrates that the Bidder has a clear and feasible plan for developing an NSC for the safe manufacture, sale and use barbecue brushes in a North American context, in the most efficient, effective, and timely manner possible, by mapping out the critical path for each phase of the project, including provisional dates.	Points will be awarded as follows: -up to five (5) points if the schedule omits main elements of the critical path and is unrealistic with respect to the duration of various activities; -up to ten (10) points if the schedule addresses nearly all elements of the critical path but includes certain assumptions that appear unrealistic and are not justified in a way that suggests otherwise; -up to twenty (20) points if the schedule addresses all main elements of the critical path and timelines and assumptions are reasonable.	20

v) Quality of the Proposal

The Evaluation Committee will assess the quality of the proposal to determine whether the information organized within the proposal, is presented in a clear and comprehensive fashion.

In order for a proposal to receive further consideration, the total score for this section must be no lower than 10/15.

Criterion	Attribution of Points	Possible Score
The Bidder is asked to: assure that material within the proposal is formatted, organized and written in such a way as to make clear to the reviewer where responses to the mandatory and point-rated requirements are located; and, use tabs to properly identify different elements of the proposal.	Points will awarded as follows: -up to five (5) points if the proposal is disorderly and/or difficult to read; -up to ten (10) points if the proposal is generally well organized and written but tabs are not used; -up to fifteen (15) points if the proposal is orderly, well-written and tabs are properly used.	15

Total Possible Points for the Technical Proposal

Maximum points for “Experience of Lead Organization”: 18 points

Maximum points for “Project Team (Resource) Experience”: 22 points

Maximum points for “NSC Development Process”: 25 points

Maximum points for “Project Schedule”: 20 points

Maximum points for “Quality of the Proposal”: 15 points

Total maximum points: $18 + 22 + 25 + 20 + 15 = 100$ points*

***70 of the possible 100 points must be achieved (70%) in order for the financial elements of the bid to be evaluated.**

APPENDIX D - FINANCIAL TEMPLATE

	30	Committee Stage	Travel Costs - SDO Employees	Note 1		travellers		\$ -		travellers		\$ -	\$ -
			Meeting Costs - External (TC / Working Groups)	Note 2		meetings		\$ -		meetings		\$ -	\$ -
			Labour Costs - SDO Employees	Note 3		days		\$ -		days		\$ -	\$ -
			Labour Costs - External Consultants	Note 4		days		\$ -		days		\$ -	\$ -
			Other Costs (provide explanation)	Note 8				\$ -				\$ -	\$ -
			Sub-Total					\$ -				\$ -	\$ -
	40	Enquiry Stage	Travel Costs - SDO Employees	Note 1		travellers		\$ -		travellers		\$ -	\$ -
			Meeting Costs - External (TC / Working Groups)	Note 2		meetings		\$ -		meetings		\$ -	\$ -
			Labour Costs - SDO Employees	Note 3		days		\$ -		days		\$ -	\$ -
			Labour Costs - External Consultants	Note 4		days		\$ -		days		\$ -	\$ -
			Editing, Layout & Production Costs	Note 5									
			Other Costs (provide explanation)	Note 8				\$ -				\$ -	\$ -
	Sub-Total					\$ -				\$ -	\$ -		
		50	Approval Stage	Travel Costs - SDO Employees	Note 1		travellers		\$ -		travellers		\$ -
Meeting Costs - External (TC / Working Groups)				Note 2		meetings		\$ -		meetings		\$ -	\$ -
Labour Costs - SDO Employees				Note 3		days		\$ -		days		\$ -	\$ -
Labour Costs - External Consultants				Note 4		days		\$ -		days		\$ -	\$ -
Other Costs (provide explanation)				Note 8				\$ -				\$ -	\$ -
Sub-Total								\$ -				\$ -	\$ -
60		Publication Stage	Labour Costs - SDO Employees	Note 3		days		\$ -		days		\$ -	\$ -
			Labour Costs - External Consultants	Note 4		days		\$ -		days		\$ -	\$ -
			Printing & Publication Costs	Note 6		meetings		\$ -		meetings		\$ -	\$ -
			Translation Costs (official languages English/French)	Note 7		days		\$ -		days		\$ -	\$ -
			Other Costs (provide explanation)	Note 8		days		\$ -		days		\$ -	\$ -
			Sub-Total					\$ -				\$ -	\$ -
TOTAL COST OF PROPOSAL							\$ -			\$ -	\$ -		

NOTES

- 1 Travel Costs - SDO Employees relate to individual direct costs of travel for SDO employees, travelling specifically related to the delivery of contract deliverables; only actual costs will be reimbursed; such cost will align to SCC Travel Policy
- 2 Meeting Costs - any and all direct costs related to the hosting of external meetings with the Technical Committee; only actual costs will be reimbursed
- 3 Labour costs - SDO employees relates to direct employee resources - estimated days times an estimated labour daily rate
Labour costs relate specifically to the standard development process, and not to the supporting administrative process (as the labour rate is a loaded rate)
For clarity, days are defined as days of SDO Employee's work; minimum chargeable time unit is 1 hour
- 4 Labour costs - External Consultants relates to contracted resources - estimated days times a contracted daily rate; only actual costs will be reimbursed
- 5 Editing, Layout and Production Costs are generally outsourced externally; only actuals will be reimbursed
- 6 Printing and publication costs (including graphics) are generally outsourced externally; only actuals will be reimbursed
- 7 Translation costs, if and when they occur, will be based on either internal labour rates, as quoted in note 3 or external outsourced costs; only actuals will be reimbursed.
- 8 Other costs are specific to the Supplier and are required to be detailed. For clarity, any and all travelling costs related to the travel of Technical Committee members will need to be disclosed in this line item

Estimate cost of services are derived according to the following Cost Categorization:

Direct Costs	
Professional Fees	
Total	

Direct Costs are defined to be all costs, excluding Professional Fees

Professional Fees are defined to be Labour Costs - SDO Employee

The Supplier to adhere to the Direct Costs and Professional Fees categorization overall; for clarity, the Supplier has flexibility to move budgetted costs between stages, as long as the overall budget per Direct Costs and Professional Fees category is maintained